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## UNITED STATES MISSION -BOGOTA

# VACANCY ANNOUNCEMENT

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No. 010

**Job Vacancy**

February 13, 2004

**OPEN TO:** All Interested Candidates

**POSITION:** **ARRIVALS AND DEPARTURE COORDINATOR**

**CLOSING DATE:** **Friday, February 27, 2004**

**WORK HOURS:** Part time\*; 20 hours/week

**SALARY:** FSN/MOH/OR - LCP/FSN-7  
EFM/NOR - FP Scale = FP-7  
(Position Grade: Final FP grade to be determined by Washington)

\* Part time can be made full time without further competition.

**If you are an EFM (Eligible Family Member) and/or have VETERAN'S PREFERENCE, in order to be considered for this hiring preference you must specify this on your application.**

Ordinarily Residents (OR), U.S. Citizens and U.S. legal permanent residents are subject to both Colombian labor and tax law and U.S. Federal taxes and FICA contributions. In addition, all applicants who are not the family members of USG employees officially assigned to Post and under Chief of Misión authority must have the required work and/or residency permits to be eligible for consideration. Applicant must attach a copy of work and/or residency permit.

**"Applicants must be residing in Colombia at the time of application in order to be considered for employment. Only exception being: EFM's and Members of Household, who can apply as soon as the sponsor has orders assigning him or her to Embassy Bogota".**

## TO APPLY

If you meet all the requirements for this position, please submit the following items not later than the closing date.

- US Citizens must submit an application for Federal Employment (SF-171, OF-612) or a current resume.
- Colombian Citizens (FSN) must submit a Foreign National Employment application form.

**Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.**

**Colombian Citizens may request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/Colombia> under "La Embajada" > "La Oficina de Recursos Humanos".**

## SUBMIT APPLICATION TO

American Embassy  
Human Resources Office  
Attention: Recruitment Unit  
Diagonal 22D Bis No. 47-51

- Embassy employees must submit the employment application to the Human Resources Office receptionist.
- Outside applicants must submit the employment application to the Embassy receptionist.
- Eligible Family Members (EFM) not yet residing at post may submit applications via fax (57-1) 383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**APPLICATIONS WILL NOT BE RETURNED. APPLICANTS SHOULD KEEP A COPY FOR THEIR FILES TO APPLY FOR UPCOMING VACANCIES.**

## PROFILE OF THE POSITION

The U.S. Embassy in Bogota is seeking an individual for the position of Arrivals and Departure Coordinator in the General Service Office.

### **BASIC FUNCTION OF POSITION:**

Finds new housing units and updates housing inventory by adding desirable apartments and culling undesirable apartments. Works with GSO and realty assistant to draft housing assignments for consideration by the IAHB. Makes appointments and inspects units upon arrival and departure of post employees .

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **1. Identification of New Units**

Works with local real state agents to identify units which fit the post's housing profile. Updates listing of real property agents who are able to screen local listings and forward units for consideration by the housing unit of GSO. Visits units suggested by real estate agents; requests floorplans, namecheck and security inspection of all units to be potentially added to the housing pool.

#### **2. Reassignment of Available**

Works with realty assistant to draft assignments of incoming employees to available units. Requires soliciting housing preferences from all incoming personnel via e-mail or cable as soon their assignment to post has been announced.

#### **3. Coordination of the Inter Agency Housing Board (IAHB)**

Organizes by-weekly housing tours for members of the IAHB to view housing units and bi-weekly IAHB meetings. Drafts agenda for the IAHB to include assignments, appeals, policy and procedure items. Drafts and maintains meeting minutes. Following IAHB meetings, notifies employees appealing their housing assignments of the Board's decision.

#### **4. Arrival and Departure Inspections**

Does walk-through with newly arrived employees, making note to the housing file of any pre-existing damage in the apartment. Notes any problems identified by the new tenant and advises on the preparation of work orders. Prior to departure, does a walk-through with all employees, identifying damage to the apartment that is beyond normal wear and tear. Bills the employee and/or agency for necessary repairs.

#### **5. Providing Information**

Provides information on an ongoing basis regarding housing policy and regulations. Brings problems and potential appeal situations to the GSO.

### **MINIMUM QUALIFICATIONS:**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- A. Education: Completion of secondary school required.
- B. Prior Work Experience: One to two years in customer-service position and office work.
- C. Post Entry Training: On the job training to learn pos Housing Policy; applicable housing regulations in Foreign Affairs Manual; use of PASS computer software (property inventory software)/
- D. Language Proficiency: Level IV (fluent) English required. Level II (good working knowledge) of Spanish required.
- E. Skills and abilities: Microsoft Work for Windows and Excel is required. Typing skills required (30 WPM). Demonstrated organizational skills. Ability to work with people of varied national, ethnic, social and economic background required.

**DESIRED QUALIFICATIONS BUT NOT REQUIRED:**

- A. Prior Work Experience: Previous overseas experience at a post where he/she has lived in government leased housing. Experience as a real estate agent or property manager.

**ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.
- 3. EFM's who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

**DEFINITIONS:**

- 1. **Eligible Family Member (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
- 2. **Member of Household (MOH):** Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. **Ordinarily Resident (OR):** A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. **Not-Ordinarily Resident (NOR):** Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
5. **Foreign Service National (FSN):** A citizen of the host country.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE  
OR EMBASSY RECEPTIONIST BY: 02/27/04**

**DISTRIBUTION: "BB"**

ARRIVALS & DEPARTURE COORDINATOR - GSO.doc